

Document Checklist for New Hire Orientation – Educational Aides & Behavior Technicians

We need the following documentation for our official records. Please prepare all documentation PRIOR to attending an orientation session, so it can be submitted upon arrival to the session.

- ☐ 2 forms of ID
 - Originals must be physically presented to HR representative
 - U.S. Passport OR Driver's License with SSN Card preferred
- ☐ Negative TB test results (must be less than a year old)
- ☐ Official Transcripts from all institutions attended
- ☐ Verification of Previous Employment
- ☐ Resume (may be submitted online)
- ☐ Certification (for ECE aides only – need CDA credential)
- ☐ Designation of Beneficiary
- ☐ I-9
- ☐ Oath of Office
- ☐ Prior Federal Service
- ☐ Authorization to Report to Work
- ☐ Drug-Free Workplace (can be signed electronically)
- ☐ Corporal Punishment (can be signed electronically)
- ☐ Health Benefits (can be signed electronically)
- ☐ Employee Data Form (can be signed electronically)